

## **DEPUTY FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative fire department positions, the primary duty of which is managing the operation of the department in the absence of the volunteer Fire Chief. The Deputy Fire Chief also assists with planning for all department activities, assists with financial management and budget preparation for the department, and writes reports and letters to handle fire department matters, in addition to assuming command and directing operations at the scene of a fire or other emergency until relieved by the Fire Chief. Employees of this class work with a high degree of independence in the performance of their duties with work reviewed by the volunteer Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department in the absence of the volunteer Fire Chief. Manages all department operations on a shift. Recommends management policies, goals, and objectives for the department. Conducts research and participates in the planning for programs and activities of the department. Assists in organizing department activities, including the use of equipment and deployment of personnel. Investigates complaints against department personnel and formulates a recommendation for action to be taken.

Recommends changes in department operations that will help the jurisdiction improve ISO ratings. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies and procedures are needed. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Manages the accounting for the money and assets of assigned department functions. Assists in the preparation of the departmental operating budget. Prepares payroll records.

Writes reports required to document the activity of the fire department. Writes requests for grants or other special funds to aid in the operations of the fire service. Writes letters to reply to requests or to handle needs of the fire department.

Directs activities at the scene of a fire or emergency until relieved by a superior officer, performing size-up, overseeing safety, and supervising subordinate employees in the performance of emergency scene operations such as rescue, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of water supplies, and providing emergency medical attention. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications. Secures the fire scene to prevent removal or damage of possible evidence of arson.

Supervises subordinate department employees. Inspects appearance of assigned equipment and personnel. Oversees and evaluates work performance of subordinates and writes employee evaluation reports. Provides assistance in technical areas of work. Counsels employees who are experiencing work problems. Maintains discipline. Evaluates training needs and provides for outside training to meet these needs.

Collects information for pre-fire planning.

Researches the best methods of handling fire department testing, maintenance, or repair work and assigns such work to qualified department personnel or contracts with outside agencies or firms. Inspects equipment, property, or operating systems after repairs to assure that these were properly accomplished. Writes specifications on new department equipment and prepares these for public bids. Maintains inventory and orders supplies and equipment. Makes recommendations on major purchases for the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.

Must be certified as a Fire Fighter III (NFPA standards).